

## **Material Request Form (MRF)**

### **Actual Time Worked and Employee Leave**

During the compliance review, the State Personnel Board (SPB)'s Compliance Review Unit (CRU) will review a selection of personnel records concerning actual time worked, employee leave, and state service credits. The purpose of this compliance review is to ensure appointing powers are complying with civil service laws and rules, and personnel practices, policies and procedures. Where deficiencies are identified, appropriate corrective action will be ordered.

#### **General Instructions:**

**Please see the attached MRF Leave Spreadsheet. Unless otherwise indicated, all requested documents are documents that were created or issued during the applicable compliance review period. The personnel transactions that will be reviewed are listed. For each matter listed, please provide the documents set forth below under Parts I through V. For Part III, the CRU will review the timesheets of each selected unit over a one to three month period. If a requested document does not exist, please include a brief written explanation setting forth the reasons why.**

#### **I.**

#### **Actual Time Worked (Positive Pay Employees)**

Please provide the following documents in the order listed below for all employee names that are listed on the MRF Leave Spreadsheet, "ATW" tab:

- ☐ Absence and Additional Time Worked Report STD 634 or departmental timesheet (provide all timesheets to accurately account for the constitutional limit of nine months in a 12 month consecutive period from date of appointment)
- ☐ SCO PIMS Employee History Summary detail printout for the selected ATW appointment (type "A" detail information)
- ☐ SCO PIMS Employee History Summary detail printout for permanent appointment following ATW appointment (type "A" detail information). If inapplicable, please check or X this box: ☐
- ☐ SCO Payment History Summary printout (all pay periods for ATW appointment)
- ☐ SCO CLAS State Service History Inquiry printout and/or Transaction History Inquiry printout (S14/S16 screens for all hours worked) (or applicable leave tracking system)
- ☐ SCO CLAS Leave Benefit History Summary Inquiry and/or Transaction History Inquiry printout (B14/B16 screens for all days worked) (or applicable leave tracking system)

## **Material Request Form (MRF)**

### **Actual Time Worked and Employee Leave**

- ☐ Documentation showing the manner in which the temporary employee's working time was counted under Rule 265.1 and/or written records showing the days, months, and hours worked by the temporary employee.
- ☐ Any documentation showing how the agency monitored and controlled the days worked to ensure the working time limits of Rule 265.1 were not exceeded.
- ☐ Documentation showing periodic reviews of the days, months, and hours worked by temporary employees to ascertain the appropriateness of continuing to retain a temporary employee over a long period of time.
- ☐ If Permanent Intermittent, any documentation showing how the agency monitored and controlled the days worked to ensure working time limits established by bargaining unit agreements or CalHR policy were not exceeded.
- ☐ If Retired Annuitant, any documentation showing how the agency monitored and controlled the days worked to ensure the working time limit of 960 hours in a fiscal year was not exceeded.

## **II.**

### **Administrative Time Off (ATO)<sup>1</sup>**

Please provide the following documents in the order listed below for all employee names that are listed on the MRF Leave Spreadsheet, "ATO" tab:

- ☐ Documentation showing the following information: (1) Justification for the ATO; (2) Length of the ATO; (3) Department approval of the ATO.
- ☐ If the ATO was in excess of 30-calendar days, CalHR approval of the ATO
- ☐ SCO CLAS Leave Benefit History Summary Inquiry and/or Transaction History Inquiry printout (B14/B16 screens for all ATO documented) (or applicable leave tracking system)
- ☐ Absence and Additional Time Worked Report STD 634 (all timesheets showing ATO activity)
- ☐ Any emails, approval and/or correspondence regarding employee on ATO

---

<sup>1</sup> ATO is a form of paid administrative leave status initiated by appointing authorities for a variety of reasons. Most often, ATO is used when an employee cannot come to work because of a pending investigation, fitness for duty evaluation, or when work facilities are unavailable. ATO can also be granted when employees need time off for: donating blood; extreme weather that makes getting to work impossible; and when employees need time off to attend special events.

## **Material Request Form (MRF) Actual Time Worked and Employee Leave**

### **III. Leave Auditing and Timekeeping**

Please provide the following documents in the order listed below for all units that are listed on the MRF Leave Spreadsheet, "Leave Auditing-Timekeeping" tab:

- ☐ Copy of the Time and Attendance form 672 for each selected month and unit (documented with leave, pay, notes, and dates)
- ☐ Copy of the Absence and Additional Time Worked Report STD 634 (or applicable timesheet) for all employees in each unit
- ☐ SCO CLAS Leave Benefit Transaction History Inquiry printout according to each timesheet (B16 screen for any and all leave used, earned, paid and or docked) (or applicable leave tracking system)
- ☐ SCO CLAS State Service History Summary Inquiry printout (for timesheets showing dock) (or applicable leave tracking system)
- ☐ SCO Payment History Summary printout (for timesheets showing paid time or dock time)
- ☐ Leave Audit and Activity and Correction Certification form (see PML 2015-007<sup>2</sup>) or applicable audit sheet used by department (Documentation showing an audit of timesheet was conducted)
- ☐ Leave Balance (LAB) report (acceptable if used for audit process and or before/after timesheet balances)

### **IV. Leave Reduction Efforts**

Please provide the following documents in the order listed below for all employee names that are listed on the MRF Leave Spreadsheet, "Leave Reduction Efforts" tab:

---

<sup>2</sup> CalHR PML 2015-007 mandates that all departments create a monthly internal audit process to verify all leave input into any leave accounting system is keyed accurately and timely.

## **Material Request Form (MRF)** **Actual Time Worked and Employee Leave**

- ☐ SCO CLAS Benefit over the Max (BOM) Report for employees over the cap (review period on preliminary survey) of vacation and or annual leave balance (or other applicable report)
- ☐ SCO CLAS Leave Benefit Inquiry (B10 screen for current balance documented on spreadsheet) (or applicable leave tracking system)
- ☐ SCO CLAS Leave Benefit History Summary Inquiry and/or Transaction History Inquiry printout for vacation and or annual leave (B14/B16 screen, showing usage and accrual from the current balance provided on the spreadsheet) (or applicable leave tracking system)
- ☐ SCO CLAS Leave Benefit Detail Inquiry printout for current accrual rate (B12 screen) (or applicable leave tracking system)
- ☐ SCO CLAS State Service History Summary Inquiry printout (S14 screen, all pages) (or applicable leave tracking system)
- ☐ Copy of Leave Reduction plan for each employee over the cap in the prior calendar year
- ☐ Department policy for leave reduction efforts. If the Department does not maintain such a policy, check or X this box: ☐

### **V.** **State Service 715 Transactions**

Please provide the following documents in the order listed below for all employee names that are listed on the MRF Leave Spreadsheet, "State Service (715 Transaction)" tab:

- ☐ SCO PIMS Employee History Summary printout (all pages)
- ☐ SCO PIMS Employee History detail printouts for all 715 transactions (types A,B,C, D, I, and J detail screens)
- ☐ SCO Payment History Summary printouts (related to all 715 transactions)
- ☐ SCO CLAS Leave Benefit Transaction History Inquiry printout of leave (B16 screens for any and all leave related to the 715 transaction) (or applicable leave tracking system)
- ☐ SCO CLAS State Service History Summary Inquiry and/or Transaction History Inquiry printout of all state service (S14/S16 screens) (or applicable leave tracking system)
- ☐ Please explain the reason for the 715 transaction(s)

**Material Request Form (MRF)**  
**Actual Time Worked and Employee Leave**

**NOTES/COMMENTS:**

---

---

---

---

---

---

---

---

---

---